3 December 1965

MEMORANDUM FOR: Mr. John K. Vance

SUBJECT   : Item Register System

1.   The 5x8 catalog card designed and now used by Project CHIVE contains almost all the "Required" and "Desired" elements of information listed on page 11 of Task Team II Report (T/II/R-1 dated 13 August 1965). The catalog card is used to identify all items of CHIVE interest for processing into the CHIVE System.   However, this catalog will not be as inclusive as CODIB requires.   For example, collation type series such as the IPI, the CTS, Accession Lists, and Bibliographies will not be included.
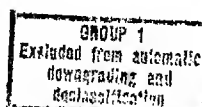
2.   The Evaluation Function (Phase II) of the Item Register System implementation cannot be carried out successfully using the CHIVE Catalog because of the area limitation (China Only) and the exclusion of certain collation type publications.

3.   A Union List of Intelligence Publications can be a product of the Item Register, but cannot take its place.

4.   In order to accomplish the CODIB Task Team recommendations to provide " a maximum coverage .... for items produced by USIB Agencies", a full scale operation is required and we agree with the man-power needs as estimated on page 27.   There is no short or quick route possible.   The following steps must be taken:

     a.   Identify the Project Leader (at least half time basis).

     b.   Assign on a full time basis two experienced professionals to the Project Leader.

     c.   Obtain immediate guidance and assistance from Application Division, OCS.   (2 programmers full time).

     d.   Obtain 1 clerk full time.

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e. Obtain assistance from the CODIB Support Staff in order to tap the valuable knowledge and experience already available on this task. Otherwise duplicative efforts on the design and implementation will be expended unnecessarily.

f. A representative in each USIB Agency must be designated who has the authority, responsibility, and knowledge to obtain essential information on document sources for his 25X1A agency.

Chief, Document Division

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